

~~ADMINISTRATIVE-INTERNAL USE ONLY~~

13 February 1974

MEMORANDUM FOR THE RECORD

SUBJECT: Restoration of NSCA to Employees Dropped from
Roster of 31 December 1973

1. A meeting was held on 7 February 1974 at the Chamber of Commerce building to discuss the problem of how best to restore National Security Classification Authority (NSCA) to those employees who had been dropped from the 31 December 1973 roster as a result of transfers to positions not listed as having NSCA. (In most of such cases it was not the intention of the various Operating Components that NSCA should be taken from these employees.) Attendees at the meeting included: [REDACTED]

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2. The two elements of the problem are: (a) that the positions in question have not been formally designated as having NSCA (as required under [REDACTED]), and (b) prior to a similar meeting in late November, when employees were transferred to such positions, their components were required to request Personnel Actions which took away the NSCA. (Since the November meeting, the OP components have accepted (on an interim basis pending revision of [REDACTED]), the 1974 that when an employee is transferred to a position lacking formal NSCA it is the intention of the Component that the position should have such authority, and hence the Personnel Actions continue to carry NSCA).

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3. The consensus of the participants was that in order to get the correct data back into the computer, restoring to the NSCA roster the names of those unintentionally dropped, two things would have to be done:

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a. Each Operating Component which wanted to restore any names should prepare a memorandum for OP/PMCD, listing the name, serial number, level of NSCA, position, and position number of each person to be restored, and requesting that OP/PMCD designate the named positions as having the indicated NSCA.

b. Each Operating Component should submit the appropriate Form 1152's for all persons on whom personnel actions restoring NSCA were needed. These forms should not be forwarded, however, until receipt of the Form 261's from OP/PMCD showing that the positions have been designated as having the requested NSCA (approximately two weeks is needed).

4. It was recognized that a permanent solution to this problem must await the revision of [REDACTED]

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[REDACTED]
ISAS/CPB

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- 1 - DD/Pers.-P&C
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